

Government Purchase Card (GPC) Purchase Request

1. TO BE COMPLETED BY THE REQUESTING SECTION / BRANCH

From:
Date of Request:

DSN:

TO:
ATTN:

	QTY	FSC	DESCRIPTION OF SUPPLIES / SERVICES	U / PRICE	TOTAL
1					
2					
3					
4					
5					

Source / Vendor:

GRAND TOTAL: _____

Authorizing Regulation: _____

Signature _____

Provide the PBO a copy of _____ purchase receipts and invoices within 5 days after the purchase

2. TO BE COMPLETED BY THE SCREENING AUTHORITY

STATEMENT: I hereby grant approval for the purchase of the above requested items(s) in accordance with

_____ Date

_____ Signature

3. TO BE COMPLETED BY THE APPROVING OFFICIAL

I certify that above requested items / services are mission essential.

Request approved:

☐ YES

☐ NO

_____ Date

_____ Approving Official

4. TO BE COMPLETED BY THE PROPERTY BOOK OFFICER

Above received items are:

☐

expendable

☐

durable

☐

nonexpendable

(Document and/or Hand Receipt Numbers are annotated in the Remarks block if necessary.)

_____ Date

_____ Signature

5. TO BE COMPLETED BY THE HAND-RECEIPT HOLDER

DD Form 250 completed for the above items

(Only applicable for non-expendable and durable items.)

_____ Date

_____ Signature

Remarks: